



# Personnel Inventory Report

Legal name of business \_\_\_\_\_ Telephone No: \_\_\_\_\_

dba (if applicable) \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

IRS Employer Identification Number: \_\_\_\_\_

**Do you have any employees?** No \_\_\_ Yes \_\_\_

If **yes**, list on the Employment Data Chart below the total number of employees for all businesses located in (1) King County. If none, list the total number of employees for all businesses located in (2) Washington State. If none, list the total number of employees for all businesses located in the (3) United States. Indicate which locale (1,2,3) report covers \_\_\_\_\_. This report covers Business Location(s) in (circle one): [King County, Washington State, Other States] for the Payroll Period ending (Month/Day/Year): \_\_\_\_\_.

**Do any of your employees belong to a union and/or do you use an employee referral agency?**

No \_\_\_ Yes \_\_\_

If **yes**, list the unions and/or employee referral agencies with whom you have agreements: \_\_\_\_\_

\_\_\_\_\_ If you expect to do more than \$10,000 worth of public work (construction) or, more than \$25,000 worth of business with King County, the unions or employee referral agencies must submit a statement of compliance with King County Code Chapter 12.16.

Job Categories	Whites		African American s		Asians		Native American s		Hispanics		Disabled		Minority Subtotal		Disabled Subtotal	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managerial																
Professional																
Technical																
Clerical																
Sales																
Service																
Labor																
On-Job																
Apprentice																
Skilled Craft*																
Subtotal																

\* Journey worker: List by classification on reverse, e.g., carpenter, plumber, etc.

**Total number of employees reported above:** \_\_\_\_\_ If no employees, write "0."

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## SUPPLEMENTAL FORM

**Use this form as necessary to report the total work force.**

Legal name of business \_\_\_\_\_ Telephone No: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

[illegible]

Contact the King County Procurement and Contract Services Division at 206-684-1327 or the King County Business Development and Contract Compliance Section 206-205-0700 if you have any questions concerning completion of this form.